

How to Submit Payment Requests - OAJJA

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SUMMARY KEYWORDS

request, payment, occurred, documents, financial, approve, tabs, certifies, march, enter, invoice number, quarterly, monthly, submit, received, attached, director, funds, invoices, project

SPEAKERS

Kinsey Garrett



Kinsey Garrett 00:01

My name is Kinsey. And I work at DCJ as the Financial Grant Manager. And today we're going to go through how to submit a payment request. All right, so today, I will go ahead and share. And this will be a test application. So again, this is test and this is not the correct funding opportunity. Down here, everybody will have the tabs, these tabs will be where you are going to monitor and manage your grant. For this purpose, we're going to stick with the financial tab. And this is where you're going to submit your payment request. So down here, you pick on the big button that says Create a new payment request. You click on that and here it brings you to the payment request that you will submit. Up top, it'll ask for the payment request contact information. That could be anybody who is helping to prepare name, email and phone number. And then over here is going to be your payment request number, this can be your invoice number, we do have a format that we like to stick with. So we would say this is a payment request. And then we do enter if this is a monthly or quarterly request, again, you can draw down at any time it does not have to be quarterly or monthly. But for this purpose, we're going to say this is monthly, and then we enter the month in which these expenses occurred. So we're going to say this all happened in January through March, and then enter the year. That would be the payment request number again, it can be anything that you guys would like to put it on there, we may change that. But it is no big deal. Now here's gonna be your requested amount. This is the amount that you are requesting, we're gonna say we're going to request \$4,000 for this for the in between January to March period, and is again going to ask you when these expenses occurred. So 2023, it's going to say is your request monthly or quarterly for this, we're just going to say monthly. And then it's going to ask you the month, the start of the month in which this occurred. So that'd be January. So that's 01. And then it's going to go through 03, which is March, at the very bottom is going to ask you if you've received any all your funds prior. So if you've requested any money before this request, it is just asking you if you receive those funds, if you have not received those funds, absolutely let me know, email us and we'll try to dig into why that payments never occurred or where it went. So if you have received those funds, go ahead and say yes. It does say documents requested here. We do not DCJ and OAJJA do not require documents, or invoices to be attached to your payment requests, we do reserve the right to ask for these documents. So please retain them for your document files. And then for any monitoring that will occur throughout the years. But we don't require it. So don't upload it unless we otherwise request. And lastly down here, this is where the project

director certifies the request for payment and how much it's for. They will have to send their main here if anybody else other than project director or the signature authority signs for this, we will unfortunately see it in the login information that's going to be attached to it and we'll go ahead and send back the payments. So go ahead and make sure it is the correct person who is signing and then you can go ahead and submit your payment request. Again you will have to sign down here. That is how you submit your payment request and it will update here and it will be then directed to your financial manager who will review the payment and then the program director for DCJ will again go ahead and review and then approve or decline but it will show up here and this is where you will be able to find all of your payments if they have been paid if they are pending. If they are approved. You will go ahead and see their status here. If you have any questions, go ahead and reach out to your DCJ representative. And good luck. Thank you